

# Retention and Classification Report

**Agency:** Utah Local Governments Trust (3522)

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**Records Officer** Brady Loveland

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**AGENCY:** Utah Local Governments Trust

**SERIES:** 27765

3

**TITLE:** Accidental dental claims files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 6.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27765

**TITLE:** Accidental dental claims files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. 63G-2-302(1)(a)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27764

3

**TITLE:** Accidental vision claims files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 6.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27764

**TITLE:** Accidental vision claims files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. 63G-2-302(1)(a)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27763

3

**TITLE:** Accounts payable

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27763

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27762

3

**TITLE:** Accounts receivable

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Utah Local Governments Trust

**SERIES:** 27762

**TITLE:** Accounts receivable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27818

3

**TITLE:** Airport policy files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27818

**TITLE:** Airport policy files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27822

3

**TITLE:** Bond application files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27822

**TITLE:** Bond application files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27823

3

**TITLE:** Bond grants and improvements files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

**RETENTION:**

Retain Until paid or cancelled

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 12.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until paid or cancelled and then destroy.

Computer data files: Retain in Office until paid or cancelled and then delete.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27823

**TITLE:** Bond grants and improvements files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27817

3

**TITLE:** Crime policies

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal



**AGENCY:** Utah Local Governments Trust

**SERIES:** 27817

**TITLE:** Crime policies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27816

3

**TITLE:** Earthquake policy application files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27816

**TITLE:** Earthquake policy application files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27761

3

**TITLE:** Financial audits

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 50 years and

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27761

**TITLE:** Financial audits

(continued)

then transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public           UCA 51-2-3(3)(2008) & 63G-2-301(3)(q)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27815

3

**TITLE:** General liability policy and application files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of the policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27815

**TITLE:** General liability policy and application files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27819

3

**TITLE:** Interlocal agreements

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 34.

**AUTHORIZED:** 11/03/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

**APPRAISAL:**

Administrative Legal



**AGENCY:** Utah Local Governments Trust

**SERIES:** 27819

**TITLE:** Interlocal agreements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27760

3

**TITLE:** Liability claims files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27760

**TITLE:** Liability claims files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305(24)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27814

3

**TITLE:** Life insurance claim and application files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27814

**TITLE:** Life insurance claim and application files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27767

3

**TITLE:** Non-personnel payroll records

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/20/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27767

**TITLE:** Non-personnel payroll records

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)

**SECONDARY CLASSIFICATION(S):**

Public. 63G-2-301(1)(b)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27759

3

**TITLE:** Personnel records

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.



**AGENCY:** Utah Local Governments Trust

**SERIES:** 27759

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)

**SECONDARY CLASSIFICATION(S):**

Public. 63G-2-301(2)(b)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27758

3

**TITLE:** Risk management action register

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 5.

**AUTHORIZED:** 09/06/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 12 years and then delete.

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27758

**TITLE:** Risk management action register

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27813

3

**TITLE:** Steam boiler policy files and applications files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years years after expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after the expiration of policy and then delete provided all claims have been settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27813

**TITLE:** Steam boiler policy files and applications files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27766

3

**TITLE:** Taxes and fees files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are records of all taxes and related fees paid by the Utah Local Governments Trust. This series includes forms used to file the yearly corporate tax return for Utah Local Governments Insurance Trust (ULGIT) Marketing. The records document federal and state returns which include a \$100 filing fee with the Utah State Tax Commission. Additional filings in this series are taxes paid and the yearly filing of workers compensation premium taxes and the yearly W/C state filing with the Labor Commission's self-insured program and related fees.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27766

**TITLE:** Taxes and fees files

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27812

3

**TITLE:** Unigard vehicle and property claims

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 years after case closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

**APPRAISAL:**

Administrative Legal



**AGENCY:** Utah Local Governments Trust

**SERIES:** 27812

**TITLE:** Unigard vehicle and property claims

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27757

3

**TITLE:** Workers compensation claims files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

**RETENTION:**

Retain 75 years after case closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27757

**TITLE:** Workers compensation claims files

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)

**SECONDARY CLASSIFICATION(S):**

Public. 63G-2-301(1)(b)

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27811

3

**TITLE:** Workers compensation policies and applications files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after the expiration of policy and settlement of all claims

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 11/08/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims settled.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Utah Local Governments Trust

**SERIES:** 27811

**TITLE:** Workers compensation policies and applications files

(continued)

**PRIMARY CLASSIFICATION:**

Public